2005 Virginia Aviation Conference

You are cordially invited to exhibit your products or services at the 32nd Annual Virginia Aviation Conference scheduled for August 17-19, 2005, at the Ramada Plaza Resort Oceanfront, in Virginia Beach, Virginia.

This meeting of airport managers, sponsors, consultants, government officials and others with an interest in aviation in Virginia features a Virginia Aviation Board Meeting, special speakers, exhibitors, and the Virginia Aviation Awards banquet which honors those who have made significant contributions to aviation in Virginia.

The Virginia Aviation Conference is sponsored by the Virginia Department of Aviation, Virginia Aviation Board, Virginia Airport Operators Council, and Virginia Aviation Business Association.

We hope that you will choose to exhibit with us in Virginia Beach!

Tentative Agenda:

Tues., Aug. 16, 2005

12:30 p.m.	Golf Tournament (Heron Ridge)

Wed., Aug. 17, 2005

7:15 a.m.	Continental Breakfast
8:00 a.m.	Registration Desk Opens
8:30 a.m.	Opening Remarks
9:00 a.m.	Keynote Speaker
10:00 a.m.	Morning Break with Exhibitors
10:30 a.m.	Economic Development Panel
12:00 Noon	Lunch with Speaker
1:30 p.m.	Virginia Aviation Board Meeting
1:30 p.m.	The Character of Your Airports (Breakout)
2:30 p.m.	Afternoon Break with Exhibitors
3:00 p.m.	Airport Technology: What Are User's Looking For? (Breakout)
6:30 p.m.	Consultants Reception
7:30 p.m.	Virginia Aviation Awards Banquet

Thurs., Aug. 18, 2005

7:00 a.m.	5K Run/Walk
7:45 a.m.	Continental Breakfast
8:00 a.m.	Registration Desk Opens
9:00 a.m.	Virginia Aviation Board Meeting
9:00 a.m.	Airport Security (Breakout)
10:00 a.m.	Morning Break with Exhibitors
10:30 a.m.	Instrument Approach Procedure Advancements (Breakout)
11:30 a.m.	Lunch
Afternoon	Beachside Activities and Reception

Fri., Aug. 19, 2005

7:45 a.m.	Continental Breakfast
9:00 a.m.	Virginia Aviation Board Meeting
12:00 Noon	Conference adjourns

What Do I Wear? Business Casual is appropriate for meetings. The Host Airport Reception is casual. The Aviation Awards Banquet Wednesday evening is Business Dress.

Exhibitor Information

Exhibit Hours
On Wednesday, the Exhibit Area will open at 7:15 a.m. and close at 5:00 p.m. The Consultant's Reception, from 6:30 - 7:30 p.m. on Wednesday, will also take place in the exhibit area. On Thursday, the Exhibit Area will open at 7:45 a.m. and close at noon.

Refreshment Breaks
Continental breakfasts and refreshment breaks will be held in the exhibit area to encourage traffic.

Installation and Dismantling
Cartons and packages should be shipped to arrive at the hotel not earlier than five days prior to the Conference. In addition to mailing information, on your shipping label please place: 1. Virginia Aviation Conference, 2. Your name, 3. Date of Function (Aug. 17-19, 2005). Name of hotel contact (Jane Johnson), and 5. Hold for Arrival. Exhibit setup will take place Tuesday from 1:00 -5:00 p.m. Dismantling may not begin earlier than 2:00 p.m. on Thursday afternoon. All exhibits must be dismantled not later than 7:30 am. on Friday morning. (Contact conference coordinator for exceptions).

The hotel address is:

> Ramada Plaza Resort Oceanfront
> 5700 Atlantic Avenue
> Virginia Beach, Virginia 23451

Exhibit Space Layout
Each exhibit space will include one 6 ft. table (8 ft. tables may be ordered). The floor is carpeted. Freestanding exhibit panels may be placed behind the table (or in lieu of the table) providing that they are not significantly wider than the table (please note this in exhibit description on exhibitors registration form). Electricity and phone lines will be arranged individually. A form is included to allow exhibitors to order these services.

Exhibit Space Assignment
Exhibit spaces will be assigned based on table, electrical, and phone line requests.

Exceptional Requests
If your display has any special requirements: for example, high power usage or large product demonstrations, please notify us.

Signs and Banners
No signs, banners, or other items, which could potentially damage a wall, may be affixed without obtaining prior permission.

Security
It is recommended that you not leave valuables (laptop computers, etc.) unattended in the exhibit area during the day. The Virginia Department of Aviation or Ramada Plaza Resort Oceanfront will not be responsible for lost or stolen items.

Guest Speakers

Wayne Cook
Director of Aviation,
Joe Gibbs Racing Team

Howie Franklin
All You Ever Wanted to Know
About Air Force One and More

For more information about the 2005 Virginia Aviation Conference contact Betty Wilson, Conference Coordinator, at (804) 225-3783, ext 107.

Visit the Virginia Department of Aviation's web site (www.doav.virginia.gov) for the most up-to-date Conference schedule information.

Exhibitor Registration Form
32nd Annual Virginia Aviation Conference
Please register me for the Virginia Aviation Conference to be held at the Ramada Plaza Resort Oceanfront in Virginia Beach.

1. Registration

	Cost	How Many	Amount
☐ Exhibitor Fee (deadline July 24, 2005)	**$315.00**	_____	$_____

One full conference registration is included. Additional persons staffing exhibit tables require regular registrations.

	Cost	How Many	Amount
☐ Regular Conference Registration	**$150.00**	_____	$_____

2. Extra Meals (for guests)

☐ Wednesday Lunch	**$20.00**	_____	$_____
☐ Wednesday Banquet	**$38.00**	_____	$_____
☐ Thursday Lunch	**$20.00**	_____	$_____

3. Event Selection

☐ Consultants Reception (Wednesday) _____

☐ Host Airport Reception (Thursday) _____

4. Checklist for Table, Electricity, Phone Lines, etc.

☐ Electricity, Phone Line, Internet Access Request Completed and Submitted _____

☐ Golf Tournament - 5K Run/Walk Application Forms Submitted

☐ 6ft. Table _____ ☐ 8ft. Table _____ ☐ None _____

5. Contact Info (Please Print Clearly)

Name:_____ E-Mail: _____

Preferred Name for Badge: _____ Phone Number: _____

Title: _____ FAX Number: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person/Telephone Number: _____

Is this your first Virginia Aviation Conference? Yes _____ No _____ If not, how many Conferences have you attended? _____

What products/services will you be displaying at your booth? _____

Describe your exhibit _____

6. Payment Info

☐ Check made out to **Virginia Aviation Conference Fund** enclosed for $_____ (Credit cards cannot be accepted for payment.)

7. Send in Your Registration

☐ Mail this form and your check to: Virginia Aviation Conference, 5702 Gulfstream Road, Richmond, Virginia 23250-2422.

RAMADA®

PLAZA RESORT
O C E A N F R O N T

2005 Virginia Aviation Conference

DATES: August 16-19, 2005

RATES: $155.00 Standard Room
$195.00 Tower Club
$239.00 One-Bedroom Suite
$339.00 Two-Bedroom Suite

Rates are for single or double occupancy. There is a $10.00 extra adult charge per room, per night. Children under 18 stay free in parent's room. Tax is an additional 13% per room, per night, plus $1.00 lodging tax per room, per night. There is a $.50 charge per local phone call.

CHECK-IN is 4PM, CHECK-OUT is 11AM.

Type of Room Desired: 1st Choice_____2nd Choice_____

2 Double Beds_____ 1 King Bed_____ Smoking _____ Non-Smoking_____

Name _____

Address _____

City   State   Zip _____

Daytime Phone   Email_____

Credit Card Number_____ Expiration Date_____

Name on card _____ Signature _____

Your credit card will be processed for the first night's stay including tax

        ARRIVAL DATE   DEPARTURE DATE------------ _____

        # of Adults   # of Children_____

Rooms are reserved on a first-come, first-served basis. One night's deposit by check or credit card is required with each reservation. Release date for unreserved rooms is July 24, 2005. Any reservations received after this date will be accepted on a space and rate available basis. Reservations also accepted by phone (800-365-3032) or at www.ramadaplazavabeach.com. Please identify yourself as an attendee of the 2005 Virginia Aviation Conference to receive these special rates.

Cancellations must be received at least three days prior to arrival or first night's deposit will be forfeited.
Ramada Plaza Resort Oceanfront Hotel
5700 Atlantic Avenue
Virginia Beach w Virginia w 23451
Toll-Free 800-365-3032
Phone (757) 428-7025 Fax (757) 428-2921
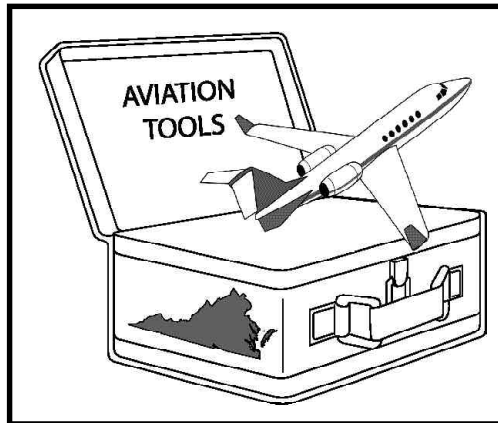**www.ramadaplazavabeach.com**

2005 Virginia Aviation Conference

Ramada Resort Plaza Oceanfront
August 17-19, 2005

Register Today!

**Registration
Deadline:
July 24, 2005**

Sponsored by:

Virginia Department of Aviation
Virginia Aviation Board
Virginia Airport Operators Council
Virginia Aviation Business Association

Exhibitor Registration

Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

**Registration
Deadline:
July 24, 2005**